

## Hagerstown Community College



Hagerstown Community College



### Associate in Science Business Administration

#### STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Required	Potential Credit
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#### English Composition (ENG 101) [EN024A]

3.00

(This course examines paragraph and theme development with emphasis on syntax, organization, logical thinking, and diction as a basis for writing. Students are given extensive practice in creating and revising their own compositions. Documentation and plagiarism are discussed. Selected readings may be used. Prerequisite: ENG 100 or equivalent score on placement test. Three hours each week. Semesters offered: Fall, Spring, Summer. College credit by examination may apply.)  
{DANTES Code = 11.07.00}

#### Composition and Literature (ENG 102) [EN025A]

3.00

(This course refines the writing process through the reading and interpretation of literature. Students learn manuscript presentation, inquiry, and research skills by writing a clearly documented research paper. Prerequisite: ENG 101. Three hours each week. Semesters offered: Fall, Spring, Summer. College credit by examination may apply.)  
{DANTES Code = 11.07.00}

#### Arts/Humanities Electives

6.00

(Take two courses from different disciplines. College credit by examination may apply. Visit the HCC website for a description of courses available.)  
{DANTES Code = 08.06.00 or most 08.XX.XX series}

#### General Psychology (PSY 201)

3.00

(Designed as a foundation course and prerequisite to other psychology courses, general psychology introduces the data, concepts, theories, principles and methods of contemporary psychology while examining the dynamic factors that influence behavior. Prerequisite: ENG 100 or placement into ENG 101. Three hours each week. Semesters offered: Fall, Spring, Summer. College credit by examination may apply.)  
{DANTES Code = 20.09.00}

#### Social Sciences Elective

3.00

(College credit by examination may apply. Visit the HCC website for a description of courses available.)  
{DANTES Code see 20.XX.XX series}

**Biological/Physical Science Electives****7.00**

(Take two courses—one must be a laboratory course. College credit by examination may apply. Visit the HCC website for a description of courses available.)

{DANTES Code = 16.13.00 or 16.99.00 or most 16.XX.XX series}

**College Algebra (MAT 101) [MH048A]****3.00**

(This course is a problem solving approach to the nature of mathematics as a logical system. The structure of the number system is developed axiomatically and extended by logical reasoning to cover essential algebraic topics: algebraic expression, functions, and theory of equations. Prerequisite: MAT 100 or equivalent score on placement exam. Three hours each week. Semesters offered: Fall, Spring, Summer. College credit by examination may apply.)

{DANTES Code = 14.01.00}

**Introduction to Information Technology (IST 102) [CS001A]****3.00**

(This course provides students with an overview and understanding of the principles and applications associated with the computer and business. Topics include computer components, input/output devices, main and secondary storage, central processing unit, operating systems, data communications, popular software packages, computer ethics, and other current topics. Laboratory fee required. Corequisite: Concurrent enrollment in IST 101 is required for all IST majors. Semesters offered: Fall, Spring, Summer.)

{DANTES Code = 05.02.00}

**Program Requirements****Principles of Accounting I (ACC 101)****4.00**

(This course presents accounting principles and their applications to various businesses. Topics include analysis and recording of transactions through the preparation of financial statements. Four hours each week. Semesters offered: Fall, Spring, Summer. College credit by examination may apply.)

{DANTES Code = 03.01.00}

**Principles of Accounting II (ACC 102) [AC025A]****4.00**

(This course is a continuation of ACC 101 with emphasis on the application to corporations and the study of financial analysis. It also includes an introduction to cost and managerial accounting. Prerequisite: ACC 101. Four hours each week. Semesters offered: Fall, Spring, Summer. College credit by examination may apply.)

{DANTES Code = 03.01.00}

**Legal Environment of Business (BUS 104) [BU062A]****3.00**

(This course examines the institutions, regulations, and laws that affect business activity. It includes topics such as torts, contracts, agency and sales, product liability and consumer law, antitrust and securities regulation, labor and employment law, and the international legal system. Three hours each week. Semesters offered: Fall, Spring. College credit by examination may apply.)

{DANTES Code = 12.01.00}

**Macroeconomic Principles (ECO 201) [EC008A]****3.00**

(Macroeconomics is the study of the total economy: gross national product, national income, production, employment, price levels, money and banking, international trade, economic growth, and business cycles. Emphasis is placed on fiscal and monetary policy, and the problems of inflation and unemployment. Prerequisite: ENG 100 or placement into ENG 101. Three hours each week. Semesters offered: Fall, Spring. College credit by examination may apply.)

{DANTES Code = 20.05.00}

**Microeconomic Principles (ECO 202) [EC009A]****3.00**

(Microeconomics is the study of decision units within the total economy: consumers, producers, industries, and the government. Emphasis is placed on supply and demand, profit and cost analysis, market structure, antitrust policy, agriculture, income distribution, factor pricing, and public finance. Prerequisite: ENG 100 or placement into ENG 101. Three hours each week. Semesters offered: Fall, Spring. College credit by examination may apply.)

{DANTES Code = 20.05.00}

**Principles of Management (MGT 103)****3.00**

(This course investigates concepts and theories of management, with a focus on the essential skills of planning, organizing, staffing, directing, controlling, and decision making. Three hours each week. Semesters offered: Fall, Spring, Summer. College credit by examination may apply.)

{DANTES Code = 03.10.00}

**Speech Course Requirement****3.00**

(College credit by examination may apply. Visit the HCC website for a description of courses available.)

{DANTES Code = 04.10.00}

**Free Electives****10.00**

(Electives should be selected in consultation with a transfer advisor and the transfer institution. College credit by examination may apply. Visit the HCC website for a description of courses available.)

**Excess or Duplicate Credit [XEDC A]****TOTAL .....****64.00****0.00**

Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.
- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.
- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: [www.soc.aascu.org](http://www.soc.aascu.org) should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

#### DEGREE PLAN LEGEND:

SH = Semester hours  
VOC = Vocational, not relative to an academic degree  
LL = Lower Level, i.e. courses at the Freshman/Sophomore level  
UL = Upper Level, i.e. courses at the Junior/Senior level  
GL = Graduate Level (sometimes recommended by ACE for very complex courses)  
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes\*  
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes \*\*

\* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as

[EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

**\*\* DANTES Academic Codes:** The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit [http://www.dantes.doded.mil/dantes\\_web/distancelearning/disc/front/cont.htm](http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm) Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

#### Hagerstown Community College: General Information

Hagerstown Community College was first established in 1946, HCC was the first community to open its doors in the state of Maryland. The College is located at 11400 Robinwood Drive, just southeast of Hagerstown on a 316-acre campus. The College has grown to a current credit enrollment of more than 3,600 students and a non-credit enrollment of more than 9,000.

HCC offers a diverse array of courses and programs designed to address the curricular functions of university transfer, career entry or advancement, adult basic skills enhancement, general and continuing education, as well as student and community service.

HCC offers more than 100 programs of study for transfer to a four-year institution or for immediate career preparation. Degrees awarded are Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of Arts in Teaching. The College has an extensive non-credit program providing lifelong learning opportunities and professional training. With an 18 to 1 student-faculty ratio, HCC is small enough for professors to get to know students and work with them to provide the extra attention that is all too often missing in larger institutions. Many of the professors have worked outside the classroom in their fields of expertise and bring valuable life experiences to the learning environment.

The College believes in and teaches the ideals and values of cultural diversity and a democratic way of life and also seeks to cultivate in its students critical and independent thought, openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education and lifelong.

The College is accredited by the Middle States Association of Colleges and Schools and is a member of the American Association of Community Colleges.

Tuition for students is \$89 per credit hour for in-county, \$142 per credit hour for out-of county, and \$186 per credit hour for out-of-state. (subject to change)

For more information regarding the this degree, please contact:

Dr. Daniel E. Bock  
Assistant Director of Enrollment Services  
Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21742  
(301) 790-2800 ex335  
E-mail: [bockd@hagerstowncc.edu](mailto:bockd@hagerstowncc.edu)  
<http://www.hagerstowncc.edu>

Evaluation completed by: Charles Morrison

On: 31 July 2007